



**Town of Arlington, Massachusetts**  
**730 Massachusetts Ave., Arlington, MA 02476**  
**Phone: 781-316-3000**

**webmaster@town.arlington.ma.us**

## **Library Trustees Minutes 05-10-2001**

May 10, 2001

### Call to order

The meeting was called to order at 7:30 PM. Attending were trustees David Castiglioni, Patricia Deal, Katharine Lawrence, Barbara Muldoon, Frank Murphy, Joyce Radochia and Susan Ruderman. Also attending were library director Maryellen Loud and assistant director Cindy Diminture.

### Approval of minutes

The following changes were made to the minutes of the April 10th meeting:

1. In the "Author program" paragraph, the words "for \$500" will be inserted after honorarium check. 2. The spelling of Marianne Uttam's name will be corrected in the RIF paragraph. 3. In the section on Evaluation of progress on meeting trustee goals, the second sentence should read "When this project is completed, the front doors will eventually be replaced, with the remaining Building Fund monies." 4. In the section of the Robbins print collection, the word "patrons" will be substituted for "citizens." The amended minutes were approved on a motion by Ms. Muldoon ; seconded by Ms. Radochia.

### Communications

1. The Massachusetts Library Association (MLA) notified Ms. Loud that the Robbins Library's entry in the Public Relations Award contest was awarded third prize in the newsletter category. A press releasing announcing this was sent to the Arlington Advocate.

2. Robert Scoppettuolo, Finance Committee liaison, notified Ms. Loud that in the Finance Committee's report to Town Meeting, they will recommend fully funding the page (15 hours per week) and moonlighter/overtime budget increases amounting in total to \$7,115. 3. Ms. Loud stated that she would include the vote for the annual schedule of holiday closings on the September meeting calendar.

### Robbins print collection

Ms. Loud distributed a report on the status of the print collection project. This report covers the broad areas of : A. Loan to other institutions B. Appraisal of the collection. C. Off-site storage in a climate controlled facility. D. Exhibits and curator E. Funding. Much discussion took place regarding how soon to place items in off-site storage and what the process will be for the appraisal of the collection. Most trustees believed that the appraisal is a priority and Ms. Loud was instructed to pursue this. There was agreement that exhibits would be changed three times per year (seasonal, excluding summer). The personnel issues will be worked out by Administration.

### Consultant for space design

(Ms. Ruderman left the meeting prior to this discussion.)

Two proposals were obtained, one from space planner Kathleen Vick and the other from architect Melissa Bennett of Butler Bennett Architects, Inc. Mr. Murphy stated that it is his belief that Ms. Bennett's proposal should be in RFP

format with executable items. (for easy translation to construction bids). Ms. Loud was asked to speak to Ms. Bennett about this. Ms. Radochia raised concerns about the expansive scope and potential cost of the project. Ms. Loud explained that she believed the project would not involve construction costs but rather the purchase of furniture. On a motion by Ms. Radochia; seconded by Ms. Lawrence, the board voted to hire Melissa Bennett to provide design services for the lobby area, new book area and Adult Services workroom. A second motion was made by Ms. Radochia; seconded by Ms. Muldoon to allocate a sum of money for this work from the Trustees furnishings and equipment fund not to exceed \$4,500. Both motions passed unanimously.

#### Annual report flyer

Some minor changes were proposed for the front page. The interior pages were well received. Staff will do another proofreading.

#### Nominating committee

Ms. Muldoon and Ms. Deal volunteered to serve. They will present a proposed slate of officers at the next meeting.

#### Other

1. Ms. Lawrence talked to Ruth Foster of the Boston Globe about the possibility of her speaking at the trustees' author program. She does these types of programs and now charges an honorarium of approximately \$200-300. She has written a book "Landscaping that saves energy and dollars". The trustees agreed that this would be a good program for next spring. 2. The Children's Dept. tried to book a June performer but could not arrange it until July. So they request that the money be carried over. This money comes from the general trust funds and the trustees approved the request. 3. RIF program- This year, the required library share of the costs would be \$557. However, the Children's Dept. would like the full trustee contribution of \$1,000 in order to purchase better quality books. This request was approved.

#### Adjournment

The meeting was adjourned at 9:30 PM. The next meeting will take place on Tuesday, June 26, 2001, with dinner at 6:00 PM prior to the meeting.